



STATE HOMELESS COORDINATING COMMITTEE

DRAFT MINUTES

November 14, 2018, at 2 pm
State Capitol – Capitol Board Room

Committee

Lt. Gov. Spencer Cox, Chair (excused)
Jonathan Hardy, Acting Chair
Ann Williamson
Bill Hulterstrom (excused)
David Litvack (for Mayor Jackie Biskupski)
Debra Kurzban
Desmond Lomax (for Mike Haddon)
Duncan Evans
Erin Litvack, (for Mayor Ben McAdams)
Gail Miller (excused)
Jeffrey Ojeda (excused)
Jennifer Steele
Jill Anderson
Jon Pierpont
Jonathan Hanks (excused)
Joseph Miner
Kathy Bray
Kris Mecham
Lynell Smith
Mayor Cherie Wood
Mayor Jon Pike
Mayor Mike Caldwell
Michael Martinez
Pamela Atkinson
Quinn Sperry (for Mayor Robert Hale)
Rob Wesemann

Staff

Alex Hartvigsen
Christina Davis
Debi Carty
Jennifer Domenici
Joseph Jensen
Michele Kennington
Michelle Walton
Pema Chagzoetsang
Rebecca Banner
Tricia Davis

Guests

Andrew Johnston
Bill Tibbitts
Heather Hogue
Jen Campbell
Jennifer Godfrey
Julianne Wallace
June Hiatt
Karen Kuipers
Kim Correa
Maddy Orritt
Matt Melville
Matt Minkevitch
Peggy Green
Pete Caldwell
Tara Rollins
Valerie Walton

I. Welcome and Introductions (Jonathan Hardy)

Jonathan Hardy, Acting Chair and Director of the Housing and Community Development (HCD) Division, welcomed everyone around the table. He noted – possibly due to limited parking from the Interim-Legislative Session – there is not a quorum to vote on financial items; however, there is a quorum to vote on non-financial items at this time. As introductions around the table were being made, Mayor Mike Caldwell joined the meeting – making a quorum to vote on financial matters.

II. Approval of Minutes – August 8, 2018 (Jonathan Hardy)

Jonathan Hardy asked for a motion to approve the meeting minutes from the State Homeless Coordinating Committee (SHCC) meeting held on August 8, 2018.

Mayor Mike Caldwell made and Mayor Cheri Wood seconded the motion to approve the minutes from the August 8, 2018 SHCC meeting. The motion carried unanimously.

III. Open and Public Meetings Act (OPMA) Training (Debra Kurzban)

Debra Kurzban, Assistant Attorney General and Counsel to the Board, conducted the Open and Public Meetings Act (OPMA) training to the SHCC. She noted that annual OPMA training is required for boards, committees, etc. This training will fulfill the requirement for 2018. Debra presented three public information handouts to the committee. For detailed information, please refer to the public information handouts titled, "SHCC Board Training 2018", "Ethic/Conflicts (Public Officers & Employees Ethics Act UC 67-16 & 67-25)", and, "Chapter 4, Open and Public Meetings Act, Parts 1, 2, 3".

IV. Point-In-Time (PIT) Count and ArcGIS Demo (Rob Wesemann, Joseph Jensen)

Rob Wesemann, Board Chair of the Salt Lake County Homeless Coordinating Committee (SLCHCC), and Joseph Jensen, System Administrator of the Utah Homeless Management Information System (UHMIS), presented the PIT Count and ArcGIS demonstration to the committee. They gave the committee a public handout titled, "Utah Point- In-Time (PIT) Count – Five Years". For detailed information, please refer to the public information handout.

Rob and Joseph discussed the reasons behind conducting the PIT Count, as well as how it is conducted. They also presented a slideshow demonstration of ArcGIS, the new technology that will be used during this year's PIT Count.

V. HCD Budget Review (Tricia Davis)

Tricia Davis, Homelessness Programs Manager of the DWS, Housing and Community Development Division (HCD), presented to the committee the HCD budget review. She handed the committee a public information handout titled, "SFY 2019 Homelessness Programs Allocation Plan". For detailed information, please refer to the public information handout.

Tricia stated that during this fiscal year (SFY19), the SHCC should take into consideration needed funding for the three (3) new homeless resource centers. Approximately \$850,000 to \$900,000 is their total anticipated need. She noted there is \$2,022,833 available as of November 14, 2018. There will be \$717,833 remaining if today's funding requests are approved.

VI. Funding Decisions (Tricia Davis)

Tricia Davis, Homelessness Programs Manager of the DWS, Housing and Community Development Division (HCD), presented to the committee the following funding recommendations by HCD staff:

a. The INN Between

"The INN Between has submitted a proposal to the State Homeless Coordinating Committee (SHCC) for additional, one-time funding due to a recently discovered budget deficit for staffing and operations at their new facility.

In October, The INN Between requested a meeting with HCD staff to discuss their deficit and possible funding options. The Homeless to Housing (H2H) Restricted Account is the only funding source with a significant FY19 balance; however, there are questions as to whether The INN Between's proposal supports the legislative intent of this specific funding source. In addition, SHCC has discussed utilizing the FY19 H2H funding to support program capacity building for the three new homeless resource centers in anticipation of the centers' opening in July 2019.

As mentioned, the H2H Restricted Account has specific requirements and priorities according to legislative intent. It has been unclear to HCD whether or not The INN Between meets the legislative intent for this funding source; therefore, HCD has referred to the Attorney General's Office for guidance on the matter.

See Uses of Homeless to Housing Restricted Account, code 35A-8-604-8a, 9a and 9b. The full code can be viewed at https://le.utah.gov/xcode/Title35A/Chapter8/35A-8-S604.html?v=C35A-8-S604_2018050820180508#."

"The INN Between FY19 State Funding Source Summary:

- During the 2018 legislative session, \$100,000 in ongoing funding and \$975,000 toward the purchase of the new facility was allocated for The INN Between.
- In May, \$51,000 for case management was approved by SHCC through the HCD Homelessness Programs Funding (previously known as Unified Funding).
- The Olene Walker Housing Loan Fund provided the \$1,000,000 secondary loan (the primary loan of \$1.9M will be paid off in full this month and the secondary loan should be paid in full by the beginning of 2019).

The actual cost of operating the program in the new facility was underestimated, primarily due to the staffing (salaries and contract workers at \$1.3M). To comply with Department of Health rules, the facility is required to maintain a base-line of maintenance and supplies costs. The net result is an FY18/19 budget deficit of approximately \$700,000. See full proposal and budget."

For detailed information, please refer to the public information handouts titled, "Homeless Coordinating Committee Agenda Item, Type: Decision, Meeting Date: November 14, 2018, Subject: The INN Between Funding Request, Submitted By: Housing and Community Development (HCD)", and, "The INN Between, Proposal for Homeless to Housing Funding, November 2, 2018".

Kim Correa, Executive Director of The INN Between, explained to the committee their funding need and how their budget was underestimated.

Debra Kurzban, Assistant Attorney General and Counsel to the Board, stated that The INN Between may not meet the requirements of a temporary shelter due to it being licensed as an assisted living organization providing long term, end of life care. Additionally, it has a bed capacity for up to 25 homeless individuals, as

opposed to the required 50 bed minimum described in the legislative intent. Based upon the information provided by HCD staff and Kim Correa, she believes The INN Between does not meet the requirements outlined in the legislative intent of the Homeless to Housing Restricted Account.

Kim Correa stated that The INN Between is licensed for 50 beds. Due to lack of funding and staff, the agency is not operating at full capacity. She also explained that each client is evaluated on a daily basis and can be discharged for any reason, such as misbehavior. With the exception of one client, no one is classified as permanent. Out of their 32 clients, 7 are on hospice. The rest are staying for medical rest and are typically discharged between 2-weeks and 1-month. Sometimes longer depending on the type of treatment they receive, such as chemotherapy. Kim reiterated that the clients at The INN Between are never intended to be placed there long term. They provide case management, employment training, etc. to their clients to ensure self-sufficiency. Kim stated she is working to develop and maintain financial relationships with several hospitals, such as the one they have with Intermountain Healthcare, to supplement the ongoing expenses of The INN Between. She expects the relationships to develop within the next year. Kim also explained that Medicaid does not fund room and board at an assisted living facility; however, it is possible it will be a funding stream next year for their agency.

Jonathan Hardy noted that it is anticipated to cost a minimum of \$850,000 for the opening of the homeless resource centers. HCD staff considers this their highest priority. It is a critical component of shutting down The Road Home by June 2019, as stated in legislative intent. That would allow \$350,000 to allocate in one-time funding, if found appropriate by the committee. Jonathan asked Kim how much funding The INN Between needs in order to operate 50 beds. Kim stated that \$350,000 will allow The INN Between to hire more staff, making it possible to operate 50 beds by the end of December.

Jon Pierpont, Executive Director of the Department of Workforce Services, asked the committee to consider the opinion of the Attorney General's Office before making their decision.

David Litvack made a motion to approve allocating \$350,000 of one-time funding from the Homeless to Housing Restricted Account to The INN Between with the following rationale: The Legislature supported The INN Between this last year with ongoing funding, as well as with funding to purchase their new building. Therefore, it can be argued that by allocating this one-time funding to The INN Between, the SHCC will be furthering the Legislature's goal to see this homeless service agency "up and running". Mayor Jon Pike seconded the motion.

Jonathan Hardy asked if there were questions by the committee.

It was asked if HCD staff has exhausted all other possible Unified Funding sources, as the H2H account has specific funding requirements. Jonathan responded yes.

Jonathan Hardy asked the committee to vote on the motion. There were no abstentions. The motion carried unanimously.

b. Homeless Shelter Cities Mitigation Grant Program

“SB235 creates the Homeless Shelter Cities Mitigation Account and authorizes \$2,500,000 in funds for FY19 for eligible municipalities. It requires the State Tax Commission to withhold local sales tax option from non-exempted local governments to fund the account on an ongoing basis to provide funding to eligible municipalities. Proposals from Midvale and South Salt Lake were reviewed by SHCC in the August meeting, and have pending contracts with HCD for this program.

Additionally, SB235 creates a grant opportunity with the remaining funding for eligible cities and the Department of Public Safety. There are three distinct purposes of funding for the grant eligible entities:

1. Develop a community and neighborhood program
2. Provide social services
3. Employ additional personnel to provide public safety services

Estimates have been provided by the Tax Commission, it is anticipated the funding available for the grant program to be \$605,000. Two proposals for the grant program were received and total \$1,402,382.

Timeline

September 27:	RFP Released
October 18, by 5 pm:	Proposals Due
October 18 – November 1:	Proposal Review and Scoring
November 14:	Recommendation to SHCC
July 1, 2019 – June 30, 2020:	Contract Period

1. Ogden City Corporation

- Requested amount: \$1,236,134
- Project type: Personnel for public safety services in and around a homeless shelter
- Purpose: Salary, fringe and equipment (including cars) for 9 police officers, salary and fringe for 3 firefighters.

2. Salt Lake City Corporation:

- Requested amount: \$207,564
- Project type: Development of a community and neighborhood program and provision of social services
- Purpose: Pilot program to develop a city government response process to address neighborhood issues and anticipate and mitigate situations before they arise as community problems. The program creates a partnership between Salt Lake City, Shelter the Homeless and Volunteers of America with a focus on community engagement and street outreach.

STAFF RECOMMENDATIONS:

Due to grant funding requests totaling \$1,443,698 (corrected, not: \$1,402,382) and being significantly greater than the estimated available amount of \$605,000, HCD staff recommends funding four (4) positions in Ogden City Corporation, and three (3) positions for the Salt Lake City Corporation proposal, as outlined:

1. Ogden City Corporation

- Recommended funding amount: \$398,273
 - Three (3) police (salary, fringe and equipment): \$334,770
 - One (1) firefighter (salary and fringe): \$63,502

2. Salt Lake City Corporation

- Recommended funding amount (the estimated amount remaining after funding four (4) Ogden positions): \$206,727
- The recommended funding amount is \$837 less than the proposal request. Based on this reduction, the following amounts will need to be negotiated and adjusted with HCD:
 - One (1) FTE for Salt Lake City: \$73,513
 - One (1) FTE for Shelter the Homeless Community Response Coordinator: \$74,990
 - One (1) FTE for VOA Homeless Outreach Case Manager: \$59,061

Staff Recommendations for the Homeless Shelter Mitigation Grant Program Continued:

As mentioned, the amounts given to HCD by the Tax Commission for the Homeless Shelter Mitigation municipal entity and grant programs are estimates. All funding amounts are contingent on the final tax revenue collected.

If it is determined that the final amount deposited into the Homeless Shelter Cities Mitigation account will be more than the estimates given, HCD requests authority to fund up to the maximum amount allowable and to allocate any additional funding to Ogden City Corporation.

If less funding is received in the account than estimated, HCD requests authority to adjust all contracts associated with the Homeless Shelter Cities Mitigation program proportionally.

HCD requests authority to adjust contract amounts and individual line item expenses on budgets with the agencies as necessary.

For detailed information, please refer to the public information handouts titled, "Homeless Coordinating Committee Agenda Item, Type: Decision, Meeting Date: November 14, 2018, Subject: Homeless Shelter Cities Mitigation Grant Program, Submitted By: Housing and Community Development (HCD)"; "Homeless Shelter Cities Mitigation Grant Proposal, Entity: Ogden City Corporation"; and, "Homeless Shelter Cities Mitigation Grant Proposal, Entity: Salt Lake City".

Jonathan Hardy asked for a motion to approve the HCD staff recommendations as stated.

Mayor Jon Pike made and Erin Litvack seconded the motion to approve the HCD staff recommendations as stated. The motion carried unanimously.

VII. Housing and Community Development Updates (Tricia Davis, Michelle Walton)

Due to limited time, this agenda item will be discussed during the February 20, 2019 SHCC meeting.

VIII. Shelter the Homeless Updates (Preston Cochrane)

Preston Cochrane, Executive Director of Shelter the Homeless, presented to the committee the following Shelter The Homeless Updates. For detailed information, please refer to the public information handouts titled, "Shelter The Homeless, Single Room Occupancy (SRO) Development Plan, Submitted by Preston Cochrane, Executive Director, November 14, 2018".

a. Single Room Occupancy Plan

"At the August, 2018 SHCC meeting, the SRO survey group recommended to form a working subcommittee under the direction of Shelter The Homeless to explore the development and construction of three (3), fifty (50) unit SRO properties toward hard-to-serve homeless individuals.

The SROs will:

- Have maximum rents of \$200-\$250.
- Provide flexible rental options (weekly or bi-weekly)
- Offer optional case management
- Serve unsheltered or frequent emergency shelter clients

Project Feasibility:

- 50-55 units
- \$200-\$300/month
- 135-175 square feet per unit
- \$3,000 - \$5,000 rehabilitation cost per unit
- Cities allow SRO in zones allowing motels/hotels
- Identified to existing efforts already underway by community partners
- In order to get one unit up by Spring 2019, the subcommittee identified that purchasing and rehabilitating a current hotel/motel is the quickest and best viable solution

Resident Prioritization:

- Homeless individuals identified with a source of income through agency coordination
- There are currently 150 people on a housing waitlist
 - HomeInn currently manages three facilities (Kearns, Rio Grande and Capitol)

- Average wait time is 30-45 days (most people have money to cover rent when they come in, but spend it when they get added to the waitlist).

Potential Funding Sources:

- Salt Lake City Redevelopment Agency (RDA)
- Salt Lake City (HAND, Economic Development, Housing Loan Fund)
- Olene Walker Housing Loan Fund
- Community Reinvestment Act (CRA)

Timeline:

1. Finalize/submit Phase 1 plan to SHCC (Nov-Dec 2018)
2. Secure funding to purchase SRO sites (Dec-Feb 2019)
3. Garnering community support (Ongoing)
4. Acquire properties (Jan-Feb 2019)
5. Assemble development team (Feb 2019)
6. Property rehab/conversion (Feb-Apr 2019)
7. Hire staff and property management (Mar-Apr 2019)
8. Open for business (Apr-May 2019)"

b. Resource Centers

Both Salt Lake Resource Centers are on schedule to open in July 2019. The South Salt Lake Resource Center is a little behind due to unforeseen obstacles during construction. Construction is several weeks behind; however, they are working overtime to catch up.

IX. Department of Workforce Services Updates

a. Purchase of Downtown Shelter and Transition Plan (Jonathan Hardy)

Jonathan Hardy presented an update on the purchase of the downtown shelter and transition plan. Money has been transferred to the Department of Facilities Construction and Management (DFCM). They are in the process of finalizing lease amendments, and it is expected to close in two-weeks. The Shelter the Homeless is currently in the process of selecting operators for the resource centers. A group will be formed to help with transitioning from the downtown shelter to the three resource centers, SROs, etc. There will be more updates during the next SHCC meeting in February.

b. Unsheltered Homelessness Community Toolkit (Rebecca Banner)

Rebecca Banner, Assistant Director of HCD, presented the unsheltered homelessness community toolkit to the committee. HCD staff developed this toolkit to assist communities with developing community response teams, engaging and connecting unsheltered individuals with resources and services, using strategies and best practices. Their target audiences are municipalities with mayors, city councils, elected officials to lead and organize efforts. To help with the development of the toolkit, HCD staff has held several focus group meetings, and have worked with the division's communications team for marketing, etc. Due

to limited time, this agenda item will be discussed more thoroughly during the next SHCC meeting on February 20, 2019.

X. Calendar:

Statewide PIT Count:

- January 23, 2019
- Counting takes place January 24 – January 26, 2019

2019 SHCC meetings take place at 2:00 pm in the Capitol Board Room, unless otherwise announced:

- Wednesday, February 20
- Wednesday, May 8
- Wednesday, August 14
- Wednesday, November 13

Jonathan Hardy asked for a motion to adjourn the State Homeless Coordinating Committee Meeting.

David Litvack made a motion to adjourn the meeting. The motion carried unanimously and the meeting adjourned.